

Rhode Island Charter Public Schools: **2016 Request for Charter School Expansions**

Office of College and Career Readiness
Rhode Island Department of Education

Release date:
August 17, 2016

RHODE ISLAND COUNCIL ON ELEMENTARY AND SECONDARY EDUCATION

Barbara S. Cottam, Chair – R.I. Board of Education

Daniel P. McConaghy, Chair – Council on Elementary and Secondary Education

Amy Beretta, Esq. – Council Member

Colleen A. Callahan, Ed.D. – Council Member

Karin L. Forbes – Council Member

Jo Eva Gaines – Council Member

Marta V. Martinez – Council Member

Lawrence Purtill – Council Member

Joyce L. Stevos, Ph.D. – Council Member

RHODE ISLAND DEPARTMENT OF EDUCATION

Ken Wagner, Ph. D.
Commissioner

The Rhode Island Department of Education does not discriminate on the basis of age, sex, sexual orientation, gender identity/expression, race, color, religion, national origin, or disability.

Table of Contents

<u>Introduction</u>	Page 4
<u>Request for Charter Schools Expansions Overview</u>	Page 4
<u>Frequently Asked Questions</u>	Page 5
<u>Deadlines and Submission Instructions</u>	Page 7
<u>Request Review Process and Timeline</u>	Page 8
<u>Request for Expansion Requirements</u>	Page 9
Request for Expansion Sections:	
<u>Section 1: Cover Sheet</u>	Page 10
<u>Section 2: Executive Summary</u>	Page 11
<u>Section 3: Narrative</u>	Page 11
<u>Expansion Plan and Timeline</u>	Page 11
<u>Mission Statement</u>	Page 12
<u>Community Need and Support</u>	Page 13
<u>Goals</u>	Page 13
<u>Educational Program</u>	Page 14
<u>Student Enrollment, Outreach, and Demand</u>	Page 16
<u>Operational Capacity</u>	Page 17
<u>Finance and Budget</u>	Page 18
<u>Section 4: Attachments</u>	Page 18

Introduction

In 1995, the Rhode Island General Assembly passed a law permitting teachers and school district personnel to establish new public schools. The law provided these schools some flexibility from district mandates, empowering teachers to innovate around school models and methods of instruction. Several years later, the state legislature amended the law, this time allowing for nonprofit organizations or Rhode Island colleges and universities to establish new public schools again with the goal of encouraging innovation and improvement in student performance. In 2008, another amendment passed enabling “mayoral academies,” a unique type of charter school where mayors establish regional charter schools, with the ultimate goal of improving student outcomes and strengthening communities.

Though Rhode Island’s charter schools have unique qualities, they share characteristics common among charter schools: They are free, independent, nonselective public schools of choice. Charter schools have flexibility and autonomy to devise curricula, choose instructional methods, and develop a mission that best meets the needs of students. The governing boards of charter schools are self-appointing and are typically independent from district governance, policies, and procedures. In exchange for these freedoms, all charter schools must improve student performance, operate a successful organization, and act as responsible stewards of public funds, according to the terms of a charter. Charters are issued by the Rhode Island the Council on Elementary and Secondary Education (the Council) to charter school boards and describe each school’s academic and operational targets, which are the manifestations of the promises charter schools make to students, families, and the state of Rhode Island.

Charter schools in Rhode Island currently serve over 7,000 students (about 5% of the public school population) in grades K-12. The majority of Rhode Island charter schools are in urban areas, but charter schools exist throughout the state, and enroll student populations as different and diverse as our communities.

Request for Charter School Expansions Overview

Rhode Island’s *2016 Request for Charter School Expansions* sets forth the criteria and expectations for those requesting to expand an existing charter. The Rhode Island Department of Education (RIDE) will accept and evaluate requests for charter school expansion and recommend to the Council on Elementary and Secondary Education (the Council) those requests that are likely to high quality educational opportunities to Rhode Island’s students. The Rhode Island Council on Elementary Secondary Education has the final authority to approve requests for expansion. Requests for expansion are treated as an amendment to a charter school’s existing charter.

RIDE will prioritize requests for expansion that focus on increasing the number of high-quality education options for educationally disadvantaged students: economically-disadvantaged students, students with disabilities, and/or English learners.

Throughout this document, links and notes are provided to assist charter schools requesting an expansion. Other guidance documents can be found on [the RIDE website](#). These materials do not attempt nor profess to provide guidance on every federal, state, and local law or regulation that is applicable to charter schools. The charter school is responsible for submitting expansion requests and managing schools that are in compliance with all appropriate laws and regulations. As schools work to complete expansion requests, please feel free to reach out to RIDE with questions.

Frequently Asked Questions (FAQs)

The following are frequently asked questions pertaining to charter school expansions.

1. What is an expansion?

An expansion is understood to be: 1) an increase in total enrollment; 2) an increase in the grade levels previously authorized in the original charter; or 3) the addition of a school district to the catchment area. An approved request for expansion will result in an amendment to the existing charter.

2. Who is eligible to submit a request for expansion in Rhode Island?

All existing charter public schools are eligible to submit requests for expansion. Entities seeking to open a brand new charter school should submit a Request for Charter School Applicants.

3. What is the difference between a request for applicants and a request for expansion?

A [request for charter school applicants](#) is the process by which a new charter is created in Rhode Island. This new charter school would have a separate charter agreement. A *request for charter school expansion* would be filed by an existing Rhode Island charter school seeking an expansion. While the expansion may result in a new school as part of a “network” charter, the expansion would occur by amending the existing charter agreement.

4. Does the Council on Elementary and Secondary Education (the Council) grant expansions automatically?

No. Requests for expansion are first submitted to the Rhode Island Department of Education (RIDE). RIDE then reviews all requests for quality, completeness, and the potential for approval. The Commissioner recommends satisfactory requests for expansion to the Council, which votes to approve or deny the request.

5. What factors are taken into consideration when reviewing an existing charter school’s request for expansion?

There are a number of factors that the Rhode Island Department of Education takes into account when reviewing a request for expansion and considering it for submission for approval. These factors include, but are not limited to:

1. **Quality of the request for expansion:** Is the request for expansion clear, concise, and complete? Is there a clear compelling case for the expansion? Is there an underlying strategic rationale that supports both the expansion and changes to the school as a result of the expansion?
2. **Community need and support:** Is it evident that the community wants and will benefit from the school’s expansion? Will the expansion serve educationally disadvantaged students?
3. **A proven track record of achievement and success:** Has the school consistently demonstrated the ability to meet the needs of all students as evidenced by sustained high achievement and success?
4. **An operational plan for expansion:** Does the school have an operational plan that anticipates and accounts for significant aspects of expansion? The plan should explicitly and convincingly demonstrate that the charter school has the ability to expand with fidelity, to stay true to its original mission, and to replicate and perpetuate achievement and success for all students.
5. **The impact on the sending school district(s) and all students, cities, and towns involved.** Is the request for expansion economically prudent for the city(ies) or town(s) and academically prudent for the proposed sending school district(s) and all students in the sending district(s)?

6. What is a “network charter school?”

A charter public school will be considered a network charter school if it intends to include both elementary and secondary schools or multiple elementary and/or multiple secondary schools. “Multiple elementary or secondary schools” means that the schools operate independently from one another with individual school budgets and school administrators (such as a school principal). The schools could be co-located; however, the schools run a separate lottery and enrollment process and would receive distinct school codes for statewide data reporting.

7. What is “written support?”

“Written support” means a resolution or ordinance granted by the town or city council for each proposed sending district where the council considers the fiscal and educational welfare of the municipality and students after at least one public hearing.

8. Are existing charter schools required to submit written support with a request for expansion?

No. Per statute, charters in existence prior to the release of this *2016 Request for Charter School Expansions* do not require local written support for any proposed expansion or charter renewal. Only new charters authorized by the Council as a result of the *2016 Request for Charter School Applicants* (and future subsequent requests) will be required to seek official written support if they are either a network or mayoral academy charter school.

9. Who approves and oversees requests for expansion in Rhode Island?

The Rhode Island Council on Elementary and Secondary Education is the only body in Rhode Island with the authority to approve requests for expansion after a recommendation from the Commissioner. The Rhode Island Department of Education’s charter school staff facilitates the reviews of requests for expansion and evaluates existing charter schools. The staff assists the Commissioner and the Council in making decisions relative to charter schools as well as setting charter school policy.

10. When is the earliest a charter school may seek to request an expansion?

The earliest that a charter school may seek to request an expansion is for the 2017-18 school year.

11. Where can I find the most up-to-date materials and contact information for Rhode Island charter school-related issues?

- The Rhode Island charter school statute can be found here:
<http://webserver.rilin.state.ri.us/Statutes/TITLE16/16-77/INDEX.HTM>
- The “charter schools” portion of the RIDE website, including contact information, can be found here: <http://www.ride.ri.gov/studentsfamilies/ripublicschools/charterschools.aspx>
- The Basic Education Program regulations (BEP) can be found here:
<http://www.ride.ri.gov/InformationAccountability/Accountability/BasicEducationProgram.aspx>
- The Regulations Governing Rhode Island Public Charter Schools can be found here:
<http://www.ride.ri.gov/Portals/0/Uploads/Documents/Students-and-Families-Great-Schools/Charter-Schools/Charter-Regulations-for-Promulgation-2011%5B1%5D.pdf>
- For information on special education laws and regulations see:
<http://www.ride.ri.gov/StudentsFamilies/SpecialEducation/SpecialEducationProgramming.aspx>
- For information on the laws, regulations, and best practices relating to English language learners, see: <http://www.ride.ri.gov/StudentsFamilies/EnglishLanguageLearners.aspx>

Deadlines and Submission Instructions

Deadlines The deadline for receipt of all materials is **5:00PM** on the date indicated.

- **Optional Request for Expansion:** **Friday, September 23, 2016**
- **Final Request for Expansion:** **Thursday, September 29, 2016**

Requests for expansion received for the **optional deadline** will be reviewed to ensure completeness and applicants will be able to resubmit any missing information by the final deadline. Incomplete requests or materials received after the final deadline will not be considered.

Format The request should apply the following:

- One-inch margins
- 12-point font
- Double-spaced
- A table of contents that references all components
- Page numbers (including on attachments)
- 50 pages, maximum
 - Excludes cover page, table of contents, and attachments
 - Please use clear, concise language
 - RIDE understands that some charter schools will not use all 50 pages as the length and depth of the request will mirror the scale of expansion. For instance, a request to add a grade level at an existing school might differ significantly from a request to add a new school and become a network charter school.
- Use footnotes for all references and citations. All excerpts must be cited.
- All submissions must be proofread

All complete submissions will be available to the public and posted on the RIDE website.

Submission Requests for expansion must submit the following:

- one (1) electronic PDF file (with completed and scanned signature page)
- one (1) original hard copy, bound, with original signatures

For the optional September 23 deadline, applicants may submit only the electronic PDF, but must submit the hard copy and the final PDF (after revisions) by the September 29 deadline.

Any appendices and attachments should be integrated within the bound hard copy and within a single PDF file. Please do not mail or email components separately.

Hard copies should be mailed to:

Office of College and Career Readiness
Attn: Stephen Osborn, Chief for Innovation
Rhode Island Department of Education
255 Westminster Street
Providence, RI 02903

PDF files should be emailed to:

RICharters@ride.ri.gov

Request Review Process and Timeline

Step 1:	Request for Expansion	<i>September 2016</i>
	<p>Request submissions are due on September 29, 2016, with an optional deadline of September 23, 2016. Any request received by September 23rd will be reviewed to ensure completeness and charter schools seeking an expansion will be able to resubmit any missing information by the final deadline. RIDE reserves the right to reject substantially incomplete requests or request additional information or revisions. Any incomplete request received after the final deadline will be rejected. RIDE will notify all charter schools seeking an expansion of completion status.</p>	
Step 2:	Public Comment	<i>October / November 2016</i>
	<p>Satisfactory and complete requests will be posted for public comment for a 60-day period. During this time, at least two (2) public hearings will be held in the community where the proposed charter school is to be located.</p>	
Step 3:	Review Request for Expansion	<i>October / November 2016</i>
	<p>RIDE staff will review all complete requests for expansions. RIDE may also seek additional external capacity from educational professionals as necessary to assist with the review of requests for expansion.</p>	
Step 4:	Commissioner's Recommendation	<i>December 2016 / January 2017</i>
	<p>The Commissioner recommends for approval those requests most likely to result in increased expansion of high-quality educational opportunities for Rhode Island's students.</p> <p>The Commissioner's recommendation will be informed by, but not be limited to, RIDE's review of: 1) the quality of the request for expansion; 2) evidence of community need and support; 3) the school's proven track record of achievement and success; 4) the school's operational plan for expansion; and 5) the impact on the sending school district(s) and all students, cities, and towns involved.</p>	
Step 5:	Council Vote of Approval	<i>December 2016 / January 2017</i>
	<p>Approval is a formal authorization of the charter school's requested expansion is executed through an amendment of the school's charter.</p>	

Request for Expansion Requirements

A complete and full request for charter school expansion is comprised of the following components:

1. **Section 1: Cover sheet:** The cover sheet must be complete and contain two signatures: one from the charter school board chair and one from the charter school leader (for example, head of school).
2. **Section 2: Executive summary:** The executive summary should provide an accurate and succinct overview of the request. The executive summary may be shared directly with the press and other stakeholders during the review period.
3. **Section 3: Narrative:** The body of the request should contain a comprehensive plan for the expansion of the charter school, according to the prompts and requirements in this *2016 Request for Charter School Expansions*, including:
 - a. Section 3a: Expansion Plan and Timeline
 - b. Section 3b: Mission Statement
 - c. Section 3c: Community Need and Support
 - d. Section 3d: Goals
 - e. Section 3e: Educational Program
 - f. Section 3f: Student Enrollment, Outreach, and Demand
 - g. Section 3g: Operational Capacity
 - h. Section 3h: Finance and Budget
4. **Section 4: Attachments:**
 - a. An enrollment table (see page 12)
 - b. Evidence of community support (see page 13)
 - c. Organizational charts (see page 17)

Section 1: Cover Sheet

The following cover sheet for the request for expansion should be used:

Name of Existing Charter Public School:

Location of Current School:

Location of Additional Schools (if applicable):

Enrolling Communities/Districts:

Primary Contact:

Role within Charter Public School:

Address:

City/State/ZIP:

Phone:

Email:

For each school to which the charter applies, please provide:

	Grade Levels Served	Enrollment	District(s) served
Original Charter, Current Status			
Expanded Charter, 5-year Mark			
Expanded Charter, Fully Realized (if not fully realized within the first five years)			

Charter School Type:

Signature of Board Chair:

Print Name:

Position/Title:

Date:

Signature of School Leader:

Print Name:

Position/Title:

Date:

Section 2: Executive Summary

Provide an executive summary, *no more than two pages in length*, which summarizes your request for expansion.

The executive summary should include:

- An overview and rationale for the requested expansion.
- An explanation of how expansion will support the school's existing mission statement.
- A description of community need and support for the expansion.
- A description of the school's past track record of sustained high performance as it relates to the goal of the original charter.
- A description of how the expansion will impact or require key changes in the school's educational program.
- A description of the student demand for the requested expansion.
- A description of how the charter school will adjust its organizational capacity to accommodate the demand.
- A description of key financial implications for the charter school as a result of the expansion.

The executive summary should not contain new information or content that is otherwise not included in the request's narrative and attachments.

The executive summary, together with the cover sheet, should provide an accurate and succinct overview of the request for expansion.

Section 3: Narrative

The body of the request should contain a comprehensive plan for the expansion of the charter school, according to the prompts and requirements in this *2016 Request for Charter School Expansion*.

Section 3a: Expansion Plan and Timeline

Charter schools seeking an expansion need to identify should provide a clear plan for expansion efforts and a realistic timeline for expanding.

Requests for Expansion should:

- Provide a description of the charter school's expansion plan. This description should include an overview and timeline for the following expansions, as applicable:
 - Total enrollment;
 - Grades served;
 - Addition of a school district(s) to the catchment area; and/or
 - Additional schools within a charter school network.

- Provide a rationale for why the charter school is requesting the above expansion. This rationale should include, but not be limited to:
 - Why the charter school is requesting this particular school size; and
 - Why the charter school is requesting the expansion at this specific moment in time.
- Provide a description of the target student population for the expansion and how the requested expansion will enable the charter school to better serve educationally disadvantaged students.
- As an attachment, provide an enrollment table that reflects the requested expansion.
 - The enrollment table should start with the 2016-17 school year and include as many years as necessary for the school to reach its maximum proposed enrollment.
 - The enrollment table should include: grades levels served, total enrollment, and school districts served.
 - If the proposed expansion results in a network charter or the expansion of a network charter, then a table should be included for at least: a) the entire network charter; and b) each individual network charter school affected by the expansion.

Please see a sample enrollment table below:

School Year	Grade Levels Served	Total Enrollment	School Districts
2016/17 (Current Year)			
2017/18			
2018/19			
2019/20			
2020/21			
2021/22			

Section 3b: Mission Statement

The mission statement should clearly and concisely communicate the charter's core purpose. It should address what the school provides, to whom, and in what manner (that is, using what methods).

Requests for Expansion should:

- Provide and explain any changes to the school's mission statement as a result of the requested expansion.
- Explain how the charter's proposed expansion will support and sustain the school's mission.

Section 3c: Community Need and Support

This section should communicate how the requested expansion will enable the charter school to better serve the charter school's respective community(ies).

Charter schools requesting enrollment areas not tied to city or district boundaries (for example, expanding to a statewide catchment area, adding virtual programs, etc.) must still consider how the following prompts apply to their proposed expansion:

If the Request for Expansion includes the addition of a school district or districts to the enrollment catchment area, then the Request for Expansion should:

- Describe the additional community or communities from which the requested expansion intends to draw students, including community demographics.
- Include a specific rationale for selecting this particular community, and highlight how the proposed school will enhance or expand opportunities already available within this community. Strong responses will go beyond an analysis of state test scores or a general argument for school choice.

All Requests for Expansion should:

- Describe how the proposed expansion will help support each respective community.
- Discuss the degree to which the charter school has engaged community members regarding the proposed expansion.
- Describe how community members are currently involved in the existing school and how that involvement will be sustained upon expansion. This description should include the nature and extent of any ongoing community involvement in the governance and/or operations of the school.

In addition, Requests for Expansion may optionally:

- Include evidence of community support as an attachment. Evidence of community support may include, but is not limited to: letters of support from community stakeholders, evidence of parent demand for the requested expansion, and official written support by the town or city councils from sending districts (as defined by RIGL § 16-77-5.1.c).

Section 3d: Goals

Goals are the manifestation of the promises a charter public school makes to students, families, and the state of Rhode Island. In this section, charter schools seeking an expansion will describe how the goals of the existing school will be affected by expansion. Each goal should indicate a performance target to be met, using a specific metric within a certain time period. Charter schools in Rhode Island are held to common measures of academic, financial, and organizational performance.

At all times, student learning and instructional excellence will serve as the primary evidence for charter school decision-making and accountability. Throughout a school's charter term, RIDE collects evidence in the following performance areas:

- Student Academic Performance
- Financial Viability and Sustainability
- Organizational Quality
- Legal and Regulatory Compliance

Rhode Island's statewide accountability system will form the basis of student academic performance reviews and applicants should demonstrate an understanding of how schools in Rhode Island are measured and held accountable. As the state transitions under ESSA, these measures will also change. (<http://www.ride.ri.gov/InformationAccountability/Accountability/SchoolClassifications.aspx>).

Requests for Expansion should:

- Describe the charter school's current progress towards successfully meeting the charter's goals.
- Reflect upon the underlying factors that have contributed towards the charter school's current progress (both positive and negative) towards meeting their goals.
- For each goal that the charter school is not on track to meet, describe the strategy(ies) that the school has implemented to address the respective deficiency. Please provide a rationale for why the charter school selected this strategy(ies) and the respective results so far.
- Describe how the requested expansion will impact the charter school's goals. This description may include a proposed updating of charter goals that reflects the scale of the requested expansion. (For example, schools expanding to additional grades may require updated or new goals, while schools simply increasing enrollment in an existing grade level may need no revision of their goals.)

Section 3e: Educational Program

This section should describe how the school's educational program will serve the needs of all students. Emphasis should be on the academic performance to date of the existing school and how high levels of success will be achieved and sustained through expansion.

The depth of response for this section will vary significantly based on the scale of the requested expansion. For example, adding enrollment to existing grades may require substantially little change from the charter's current educational program when compared to expanding into new grade levels.

All Requests for Expansion should:

- Describe the charter school's proven track record of sustained high performance that provides confidence that, when taking the requested expansion into account, the school will be able to meet its proposed academic goals.
 - The description should combine performance data with a compelling narrative that indicates that the charter school will sustain its track record of high performance throughout the proposed expansion.

- This description should include, at a minimum, an analysis of reading and math proficiency data from state assessments, as well as progress from internal assessment data.
- Charter schools that are part of a national charter management organization must include the track record from their Rhode Island schools, but may also include the track record of performance from the entire charter management organization.
- Identify and describe the specific practices of the charter school that have enabled it to sustain high academic achievement. This description should include how the charter school will ensure that key elements of the program are kept intact and/or strengthened for all students as it expands. Charter schools may consider (but are not limited to):
 - Providing a detailed examination of the school's guiding principles, pedagogy, and other practices to date, and a compelling rationale for why the charter seeking an expansion believes these practices have yielded strong student outcomes.
 - Including a detailed description of how the school will continue to implement and build upon these practices with all new and existing students.

In addition, Requests for Expansion that do not propose new grade levels should:

- Identify and describe any substantial changes to the charter school's educational approach as a result of the requested expansion.
- For each substantial change, provide a rationale for why the charter school is making the substantial change and the expected consequent results.

In addition, Requests for Expansion that do propose new grade levels should:

- Identify and describe how the requested expansion will result in substantial changes for each of the following categories:

Category:	Requirement:
Guiding Principles	<ul style="list-style-type: none"> ● Identify and describe any changes to the set of core beliefs and values that forms the basis for the rest of the program, including the pedagogical approach, curriculum decisions, assessment practices, school culture, and academic and organizational goal-setting. The principles should be informed by research, experience, and proven practice. ● For each new principle, include examples of how each principle will translate into actions and decisions at your proposed school.
Curriculum and Coursework	<ul style="list-style-type: none"> ● In a table organized by each new grade level, outline the course of study/ course offerings at the school. Include core academic subjects as well as special, elective, alternative, and other coursework. ● Provide a narrative that further explains the course of study and curriculum at the school. Include sufficient detail in areas of study that are specific to the mission of the school (for example, engineering, arts, etc.). If decisions have not yet been made in certain areas of the curriculum, please explain how decisions will be made at a later date. ● Describe how the school will manage the development, evaluation, and refinement of curriculum

	over time.
Learning Environment and Pedagogy	<ul style="list-style-type: none"> Describe how any changes to the charter school's learning environment and pedagogy for the new proposed grades will ensure that your academic program is accessible and appropriate for all students at all levels. Changes may include, but are not limited to, classroom environment/structure and instructional methods/techniques. If decisions have not yet been made in certain areas of the learning environment and pedagogy for certain grades, please explain how decisions will be made at a later date.
Specific Populations	<ul style="list-style-type: none"> Describe any changes to the charter school's approach, for the new proposed grade levels, to identifying and serving: struggling students; English learners; students with disabilities; and gifted or advanced students.
Assessment System	<ul style="list-style-type: none"> Describe any changes to the charter school's comprehensive assessment system for the new proposed grade levels. This description should include the type of assessments that will be used by the school for the new grade levels, organized by content area. If decisions have not yet been made in certain areas of the comprehensive assessment system for certain grades, please explain how decisions will be made at a later date.
Promotion and Graduation Policy	<ul style="list-style-type: none"> Describe any changes to the charter school's promotion and graduation policy for the new proposed grade levels. For schools expanding into high schools for the first time, include any school-specific graduation requirements. If decisions have not yet been made in certain areas of the school's promotion and graduation policy for certain grades, please explain how decisions will be made at a later date.
School Culture	<ul style="list-style-type: none"> Describe any changes to the charter school's strategies to foster and maintain a healthy school culture. These changes may include, but are not limited to, behavior management and discipline procedures. For each change, provide a description of the strategy that will be used to establish the desired school culture and/or climate, including the research, experiences, and other evidence that informs these decisions. If decisions have not yet been made in certain areas of school culture for certain grades, please explain how decisions will be made at a later date.

Section 3f: Student Enrollment, Outreach, and Demand

Strong requests for expansion should include outreach plans that are designed to reach all eligible students for which additional seats would become available as a result of expansion.

Requests for Expansion should:

- Provide evidence that student demand actually exists for the requested expansion.
- Describe any changes in strategies to the school's student recruitment process. Provide a clear rationale for each change in strategy and how the change in strategy should increase the school's ability to serve educationally disadvantaged students.
- Describe any changes to the school's enrollment process, including, but not limited to, the school lottery weights and special design considerations. Provide a clear rationale for each proposed change. All changes should be in accordance with charter school statutes and regulations.

Section 3g: Operational Capacity

For all expansions, charter schools must consider the potential impact and necessary strategies to address changes in charter governance, personnel, and facilities. RIDE expects the impact on the charter school's organizational capacity to vary based on the scale of the requested expansion.

Requests for Expansion should:

- Describe and provide rationale for any changes to the charter school's governing board as a result of the requested expansion.
- As an attachment, provide the following three organizational charts: 1) organizational chart as of the 2016-17 school year; 2) organizational chart reflecting the expanded charter at the five-year mark; and 3) an organizational chart for the fully-realized expanded charter (if not fully realized in the first five years).
 - Please note: Only jobs/positions need to be identified, not specifically-named personnel.
 - For network charters with a centralized network-level staff, organizational charts should be provided at both the individual-school and network levels.
- Describe key personnel changes as a result of the expansion and identify those changes in the attached organizational charts. Key changes should include, at minimum: the identification of the charter school's leadership team; and, if applicable, how the network-level staff will evolve over time.
- For all key personnel changes that will occur within the next five years as a result of the requested expansion, please describe the strategies the charter school will use to ensure it properly recruits, hires, and supports the newly added personnel.
- Describe how facility needs will be impacted by the charter school's requested expansion (that is, how enrolling more students in subsequent years will impact use of space). If applicable, discuss the timeline by which the school would make significant capital investments, add space, or move from one space to another.
 - For any changes in facilities that would need to occur by the 2017-18 school year, describe the current plan and progress towards realizing the necessary changes. If applicable, describe the potential challenges that might be faced, and strategies to overcome those challenges.
 - For any changes in facilities that would occur beyond the 2017-18 school year, describe the charter school's strategic approach to realizing those changes. If applicable, describe the potential challenges that might be faced, and strategies to overcome those challenges.
 - Describe any additional significant operational adjustments that will be required to fulfill the requested expansion (for example, changing of the school calendar).

Section 3h: Finance and Budget

Requests must include a five-year budget projection for the proposed expansion (to be included as an attachment). [A template for the budget](#), the Rhode Island Charter School Budget Projection Workbook, is available on RIDE Charter Schools Webpage. Note there are multiple tabs and two different versions depending on the type of charter.

In addition to the budget projection, a narrative section that justifies the assumptions in the budget projection must be included.

Requests for Expansion should:

- Provide a complete and realistic five-year budget projection – starting with the 2017-18 school year – that appropriately reflects the expenses related to the charter school, taking into account the requested expansion.
- Provide a budget narrative that thoroughly justifies the costs and assumptions made in the budget projection. The narrative should provide further focus on any specific changes to the budget that will occur as a result of the requested expansion.

In addition, as applicable, Requests for Expansion should:

- Describe the causes that led to and the current status of:
 - Any compliance violations that have led to authorizer intervention;
 - Any litigation involving your charter school; and,
 - Any material audit findings for your charter school.

Section 4: Attachments

The following attachments are required:

- ✓ An enrollment table (see page 12)
- ✓ Evidence of community support (see page 13)
- ✓ Organizational charts (see page 17):
 - For the 2016-1017 school year
 - For the expanded charter at the five-year mark
 - For the fully-realized expanded charter if not realized within the first five years
- ✓ Five-year budget projection (see page 18)